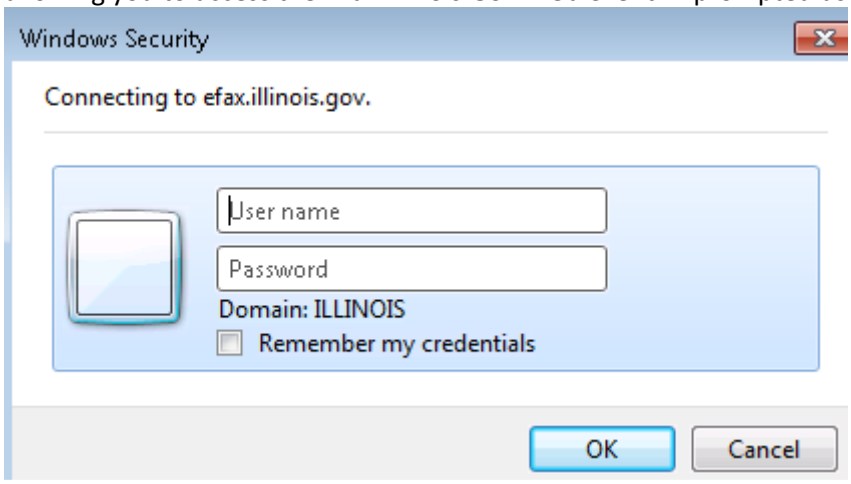
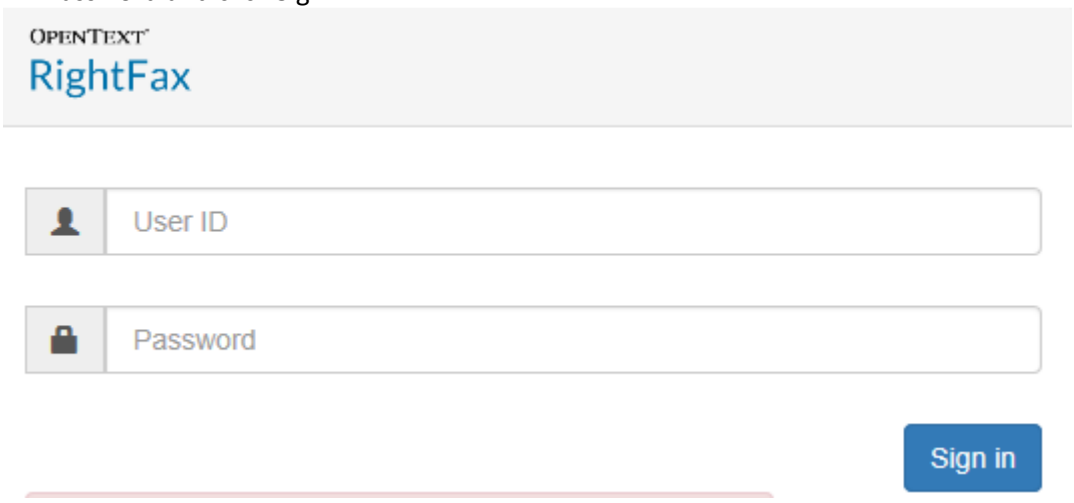
RightFax 10.6.3 Web Client

To sign in to the Web Client

1. Navigate to https://EFax.illinois.gov in a web browser.
2. Web Browser, Internet security settings or policies may prompt you for credientials before allowing you to access the EFax.Illinois.Gov Web Client. **If** prompted use your AD credentials.



3. Do one of the following:
   - Users with their RightFax account linked to their Active Directory account will be logged into RightFax account automatically.
   - Users with RightFax accounts not linked to their Active Directory account will be automatically directed to the RightFax login screen. Enter your RightFax User ID and Password and click Sign in.



To reset your RightFax password

This option is only available when using a RightFax User ID to sign in.

1. In the upper right corner click the drop down arrow next to your name and select **Settings**.
2. Scroll to the bottom and click the **Change Password** button.
3. In the Current Password box enter your current RightFax password.

4. In the **New password** and the **Confirm new password** boxes, type a new password and then click **Save**.

To send your document to a fax number

1. Click **New Fax**. The **Create/Edit Fax** page opens.
2. On the **Create/Edit Fax** page, under **To**, enter the recipient's name, select **Fax Number** in the **Destination Type** list, enter the fax number in the **Destination** box, and enter any other contact information.
3. Under **Attachments**, click **Attach File**.
4. Click **Browse** to select the file you want. The file you specify will be added to the Attachments section. File attachments will be added to the document in the order they appear in the Attachments list.
5. Click the **More Options** button at the top for **Delay Send** or **Hold for Preview** settings.
    a. To review the final version of your document before you send it, select the **Hold for Preview** check box . Your document will remain in your Web Client mailbox with the status "Held for Preview." To transmit the fax, you must view it and click **Release**.
    b. To postpone the transmission of your document to a later time or date, select the **Delay Send** check box. RightFax normally sends outgoing faxes as soon as a phone line becomes available. The Hour, Minute, Day, Month, and Year boxes show the current date and time. Change as needed.
    c. You can improve the quality of attached PDF files by specifying under **Conversion Bias** whether the files consist of **Text** or of **Photos and Images**. If the original is light in color, specify **High Contrast**.
    d. Click **Save**.
6. Click **Send**.

Selecting and creating phonebook entries

To select an entry from your phonebook

1. On the **Create/Edit Fax** page, click **Phonebook**. All entries in your personal RightFax phonebook appear in a list.
2. Click the check mark next to the entry to which you want to send the document. The recipient's addressing information appears under **To** on the **Create/Edit Fax** page. If you selected a group phonebook entry, the phonebook ID appears in the **Name** field.

To create an individual phonebook entry

1. In the upper right corner click the drop down arrow next to your name and select **Phonebook**.
2. Click **New Entry**.
3. Enter a name for the entry in the **ID** box, and select the **Published** check box if this individual entry should be available to other users on your network.
4. Complete the addressing boxes. All boxes are optional but you must enter at least one fax number.
5. Click **Save**.

To create a group phonebook entry

1. In the upper right corner click the drop down arrow next to your name and select **Phonebook**.
2. Make sure entries exist in the phonebook for all individuals you want to add to the group.

3. Click **New Group**.
4. Enter a name for the group in the **ID** box, and select the **Published** option if you want this group entry to be available to other users on your network.
5. Check the phone book IDs you want in the **Available phone members**.
6. When you have checked all the phonebook IDs you want, click

to move them to the **Current group members** list.
7. Click **Save**.

To open and view a received or sent fax

1. In the RightFax Web Client, in the folder view, click the folder that contains the document. A list of documents you have sent and received appears.
2. Click the arrow for the document you want to view. The **Document View** window shows basic information about the fax and the cover sheet.
3. To change how the document displays, on the fax display toolbar, click any of the following:
   - To move between pages within the document, click the left or right arrow .
   - To zoom in or out of the fax display, click one of the magnifying glasses.
4. Do any of the following:
   - Click to view or save the document as PDF.
   - Click to view or save the document as TIFF.
   - Click **Delete** to delete the fax.
   - Click **Fax History** to view the complete history of the fax.
   - Click the **Actions** drop down arrow for more options.
     a. Click **Forward to User** to send a copy of a document in your mailbox to another user or users on your network. You only need to specify the RightFax user ID and do not have to wait for the fax conversion before the copy is forwarded.
     b. Click **Forward to Fax** to send a document in your fax mailbox to another group III fax system, including thermal fax machines, other RightFax installations, and users on your own RightFax system, including yourself.
     c. Click **Route to User** to transfer a fax from your mailbox to another user's mailbox. When you route a document, you are transferring ownership of that fax to the other user. When you forward a document, each person receives a copy of the fax, but retain ownership of the original.
     d. Click **Move to Folder** to move the fax into a different folder.